

**922 KAR 2:240. Kentucky Early Care and Education Trainer's Credential and training approval.**

RELATES TO: KRS 164.518(3), 199.8941(4), 199.896(15) - (17), 199.8982(1)(a)6, (2), 200.151, 45 C.F.R. 98, 42 U.S.C. 601-619, 9831-9852

STATUTORY AUTHORITY: KRS 194A.050(1), 199.896(17), 199.8982(3), 200.703(3), EO 2011-534

NECESSITY, FUNCTION, AND CONFORMITY: KRS 194A.050(1) requires the secretary to promulgate administrative regulations necessary to cooperate with other state and federal agencies for the proper administration of the cabinet and its programs. KRS 200.703(3) requires the cabinet to implement programs funded by the Early Childhood Advisory Council established by Executive Order 2011-534. KRS 199.896(17) and 199.8982(3) require the cabinet to make available training for child care providers through the development or approval of a model training curriculum and training materials, including video instruction material. This administrative regulation establishes the requirements for an individual to obtain a Kentucky Early Care and Education Trainer's Credential and identifies whom the credentialed individual may train.

Section 1. Definitions. (1) "Adult learning theory" means the concepts and principles that explain how adults gain knowledge and skills that result in relatively long-term changes in attitude and behavior.

(2) "Child Development Associate" or "CDA" means the nationally recognized credential approved by the Council for Professional Recognition.

(3) "Clock hour" means a sixty (60) minute period of instruction.

(4) "Full-time, paid experience" means working at least thirty (30) hours per week or the equivalent in an early care and education setting.

(5) "Introduction to Kentucky Resources for Early Care and Education Trainers" means a cabinet-approved training for a potential trainer as specified in Section 2(1)(c) of this administrative regulation.

(6) "Trainer's seminar" means a cabinet-approved educational seminar which includes training as specified in Section 4 of this administrative regulation.

Section 2. Eligibility Criteria for the Kentucky Early Care and Education Trainer's Credential.

(1) An individual shall:

(a) Be at least twenty-one (21) years of age;

(b) Have a high school diploma, or equivalent;

(c) Complete the two (2) clock hour Introduction to Kentucky Resources for Early Care and Education Trainers that provides an overview of:

1. Early care and education systems in Kentucky; and

2. Resources available to assist early care and education professionals;

(d) Complete the two (2) clock hours of cabinet-approved training on the cabinet-designated data system; and

(e) Have training or experience in the following topics of early care and education:

1. Child growth and development;

2. Health, safety, and nutrition;

3. Professional development;

4. Learning environments and curriculum;

5. Child assessments;

6. Family and community partnerships; and

7. Program management and evaluation.

(2) A credentialed trainer approved prior to the effective date of this administrative regulation shall provide one (1) time verification that the trainer has received the cabinet-approved training on the cabinet-designated data system as a condition of renewal in accordance with Section 13 of this administrative regulation.

Section 3. Application and Approval for a Kentucky Early Care and Education Trainer's Credential. (1) An individual applying for a Kentucky Early Care and Education Trainer's Credential shall:

(a) Complete a DCC-200, Kentucky Early Care and Education Trainer's Credential Application, which includes documentation that the individual meets the education and work experience requirements for a training level as specified in Sections 5 through 10 of this administrative regulation; and

(b) Submit the required documents of paragraph (a) of this subsection to the cabinet or its designee.

(2) Upon approval of the application described in subsection (1) of this section, the cabinet or its designee shall award the individual a:

(a) Letter of approval; and

(b) Kentucky Early Care and Education Trainer's Credential for a training level specified in Sections 5 through 10 of this administrative regulation.

Section 4. Trainer's Seminar. An individual applying for a Level 2 through 5 Kentucky Early Care and Education Trainer's Credential shall complete a seventeen (17) clock hour trainer's seminar, also known as Fundamentals of Effective Training, consisting of the following areas:

(1) Core content and training levels;

(2) Principles of adult learning;

(3) Supporting transfer of learning;

(4) Ethics and professionalism;

(5) Needs assessment and evaluation;

(6) Training design and methods; and

(7) Conducive learning environments and organizational strategies.

Section 5. Level 1 Kentucky Early Care and Education Trainer's Credential Requirements. For a Level 1 Kentucky Early Care and Education Trainer's Credential, an individual:

(1) Shall have three (3) years of full-time, paid experience in the early care and education field; and

(2) May only train as a cotrainer on a single topic of early care and education, as specified in Section 2(1)(e) of this administrative regulation, with a credentialed trainer at a higher level.

Section 6. Level 2 Kentucky Early Care and Education Trainer's Credential Requirements.

(1) For a Level 2 Kentucky Early Care and Education Trainer's Credential, an individual shall:

(a) Have:

1.a. A CDA or director's credential as specified in 922 KAR 2:230; and

b. Three (3) years of full-time, paid experience, or equivalent, as approved by the cabinet in the early care and education field; or

2. Ten (10) years of full-time, paid experience in a field related to early care and education as approved by the cabinet and the equivalent of forty-five (45) clock hours of formal early care and education training;

(b) Cotrain at least twelve (12) clock hours with a Level 4 or 5 Kentucky Early Care and Ed-

ucation trainer before training solo; and

(c) Complete the trainer's seminar requirements as specified in Section 4 of this administrative regulation, or equivalent, approved by the cabinet or its designee.

(2) An individual who is awarded a Level 2 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:

(a) Training requirements as specified in KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, or 2:250;

(b) Final sixty (60) hours required for the CDA if cotraining with a Level 4 or Level 5 credentialed trainer; or

(c) Level 1 or Level 2 Kentucky Early Care and Education Trainer's Credential.

### Section 7. Level 3 Kentucky Early Care and Education Trainer's Credential Requirements.

(1) For a Level 3 Kentucky Early Care and Education Trainer's Credential, an individual shall:

(a) Have:

1. Three (3) years of full-time, paid experience in the early care and education field and:

a. An associate degree in early care and education; or

b. The equivalent of thirty (30) credit hours in early care and education coursework;

2. One (1) year of full-time, paid experience in the early care and education field and a bachelor's degree in a field related to early care and education; or

3. Ten (10) years of full-time, paid experience in the early care and education field and a bachelor's degree in a field not related to early care and education; and

(b) Complete the trainer's seminar requirements as specified in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.

(2) An individual who is awarded a Level 3 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:

(a) Training requirements as specified by KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, or 2:250;

(b) Requirements of the CDA; or

(c) Requirements of a level one (1) through three (3) Kentucky Early Care and Education Trainer's Credential.

### Section 8. Level 4 Kentucky Early Care and Education Trainer's Credential Requirements.

(1) For a Level 4 Kentucky Early Care and Education Trainer's Credential, an individual shall:

(a) Have:

1. One (1) year of full-time, paid experience in the early care and education field and a bachelor's degree in early care and education;

2. One (1) year of full-time, paid experience in the early care and education field and:

a. A bachelor's degree in a field related to early care and education; and

b. The equivalent of three (3) credit hours in child development; or

3. At least ten (10) years of full-time, paid experience in the early care and education field and:

a. A bachelor's degree in a field not related to early care and education; and

b. The equivalent of three (3) credit hours in child development; and

(b) Complete the trainer's seminar requirements as specified in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.

(2) An individual who is awarded a Level 4 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:

(a) Training requirements as specified in KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, or 2:250;

- (b) Requirements of the CDA; or
- (c) Requirements for a Level 1 through Level 4 Kentucky Early Care and Education Trainer's Credential.

Section 9. Level 5 Kentucky Early Care and Education Trainer's Credential Requirements.

- (1) For a Level 5 Kentucky Early Care and Education Trainer's Credential, an individual shall:
- (a) Have one (1) year of full-time, paid experience in the early care and education field and a:
    - 1. Master's degree or higher in early care and education; or
    - 2. Master's degree in a field related to early care and education with three (3) credit hours in child development or the equivalent; and
  - (b) Complete the trainer's seminar requirements as specified in Section 4 of this administrative regulation, or equivalent, as approved by the cabinet or its designee.
- (2) An individual who is awarded a Level 5 Kentucky Early Care and Education Trainer's Credential may provide training to an individual to meet the:
- (a) Training requirements as specified in KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, and 2:250;
  - (b) Requirements of the CDA; or
  - (c) Requirements for a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

Section 10. Specialty Level Kentucky Early Care and Education Trainer's Requirements. (1)

- To receive a Specialty Level Kentucky Early Care and Education Trainer's Credential, an individual shall have in the individual's area of expertise:
- (a) A license, certification, or equivalent; and
  - (b) Three (3) years of related experience.
- (2) A Specialty Level Kentucky Early Care and Education Trainer may provide training in the individual's approved area of expertise to an individual who is training to meet the:
- (a) Training requirements as specified in KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, and 2:250;
  - (b) Requirements of the CDA; or
  - (c) Requirements for a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

Section 11. General Training Requirements. (1) Except for an employee of a child care center program authorized by 42 U.S.C. 9831-9852, no owner or employee holding a Kentucky Early Care and Education Trainer's Credential shall train an employee of the same child care center or family care home to meet the training requirements:

- (a) In KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, or 2:250;
  - (b) The CDA; or
  - (c) Of A Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.
- (2) The cabinet may monitor training events for compliance with this administrative regulation.
- (3) A trainer shall have a current Kentucky Early Care and Education Trainer's Credential to be eligible to train individuals to meet the:
- (a) Training requirements as specified in KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210 or 2:250;
  - (b) Requirements of the CDA; or

(c) Requirements of a Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(4) Post-secondary early care and education coursework sponsored by an accredited institution of higher learning shall meet the training requirements as specified in:

(a) KRS 199.896(15) and (16), 199.8982(1)(a)6 and (2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, or 2:250;

(b) The CDA; or

(c) A Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.

(5) A training shall consist of a minimum of one (1) clock hour and may increase in fifteen (15) minute intervals.

(6) A training that is not conducted face-to-face between a trainer and trainee shall:

(a) Consist of a combination of alternative modes of delivery; and

(b) Not consist solely of:

1. Reading an article;

2. Reading an article and answering questions;

3. Watching a video; or

4. Watching a video and answering questions.

(7) A training shall be consistent with the principles of the trainer's seminar as specified in Section 4 of this administrative regulation.

Section 12. Maintenance of Records for Kentucky Early Care and Education Credentialed Trainers. (1) Credentialed trainers shall:

(a) Enter records of training attendance and trainees into the cabinet-designated data system within ten (10) days of the training;

(b) Maintain records of training and trainees for three (3) years; and

(c) Submit records of training provided and trainees to the cabinet upon request.

(2) All certificates issued by a credentialed trainer or an approved sponsor shall include the:

(a) Name of the training;

(b) Name of the sponsoring organization;

(c) Name of the trainee;

(d) Number of training clock hours completed;

(e) Training start and end date;

(f) Trainer:

1. Signature;

2. Credential number; and

3. Credential number expiration date; and

(g) Core content subject areas.

(3) Cabinet staff shall maintain a database of credentialed trainers

Section 13. Renewal of a Kentucky Early Care and Education Trainer's Credential. (1) A Level 1 Kentucky Early Care and Education Trainer's Credential shall:

(a) Be valid for three (3) years; and

(b) Not be renewable.

(2) A Level 2 through Level 5 Kentucky Early Care and Education Trainer's Credential shall be renewed every three (3) years.

(3) A trainer renewing a Level 2 through Level 4 Kentucky Early Care and Education Trainer's Credential shall submit to the cabinet or its designee:

(a) A completed DCC-200;

(b) Documentation of thirty (30) clock hours of continuing education since the previous issue

date of the credential to include:

1. A minimum of seven (7) clock hours of training on how to train other adults to include:
    - a. Adult learning theory;
    - b. Affecting change in behavior; or
    - c. Organization of training;
  2. A minimum of eight (8) clock hours in early care and education; and
  3. Any remaining clock hours in training:
    - a. As required for other related professional licensure, certification, or credential; or
    - b. In accordance with subparagraph 1 or 2 of this paragraph; and
    - (c) Verification of cabinet-approved training on the cabinet-designated data system, as specified in Section 2 of this administrative regulation, if verification has not been previously provided.
- (4) A trainer renewing a Level 5 Kentucky Early Care and Education Trainer's Credential shall submit to the cabinet or its designee:
- (a) A completed DCC-200; and
  - (b) Verification of cabinet-approved training on the cabinet-designated data system, as specified in Section 2 of this administrative regulation, if verification of the training has not been previously provided.
- (5) A trainer renewing a Specialty Level Kentucky Early Care and Education Trainer's Credential shall:
- (a) Be renewed every three (3) years; and
  - (b) Submit to the cabinet or its designee:
    1. A completed DCC-200;
    2. Proof of current license, certification, or credential in the trainer's area of expertise; and
    3. Verification of cabinet-approved training on the cabinet-designated data system, as specified in Section 2 of this administrative regulation, if verification has not been previously provided.
- (6) Upon receipt and approval of the required documentation of subsections (3) through (5) of this section, the cabinet or its designee shall award the individual a:
- (a) Letter of approval; and
  - (b) Renewed Kentucky Early Care and Education Trainer's Credential for the appropriate level.

Section 14. Denial of Application or Renewal. (1) The cabinet shall deny a Kentucky Early Care and Education Trainer's Credential, if the individual fails to comply with:

- (a) Sections 2 through 4 of this administrative regulation; and
  - (b) Section 5, 6, 7, 8, 9, or 10 of this administrative regulation.
- (2) The cabinet shall not renew a Kentucky Early Care and Education Trainer's Credential for an individual who fails to comply with Section 13 of this administrative regulation.
- (3)(a) Individuals denied a Kentucky Early Care and Education Trainer's Credential have the right to request a review of the denial by the Commissioner of the Department for Community Based Services or designee.
- (b) A request for review shall be submitted to the commissioner or designee within ten (10) days of the denial.
- (c) Upon completion of the review, the commissioner or designee shall issue a written order regarding the complaint within thirty (30) days unless:
1. Extenuating circumstances prolong the review of the complaint; and
  2. The commissioner or designee notifies the complainant of the need for an extension to the timeframe specified in this paragraph.

(d) The individual shall abide by the order.

Section 15. Revocation of Credential. (1) The cabinet shall revoke a Kentucky Early Care and Education Trainer's Credential from a trainer who:

- (a) Falsifies a record;
  - (b) Fails to comply with the requirements as specified in Section 11 or 12 of this administrative regulation; or
  - (c) Does not preserve the confidentiality of training and trainee records.
- (2) An individual whose credential has been revoked may:
- (a) Request a hearing as specified in 922 KAR 1:320; or
  - (b) Reapply after a two (2) year period for a Kentucky Early Care and Education Trainer's Credential.

Section 16. Preapproval of Conferences, Seminars, Institutes, Workshops, and Online Early Care and Education Training. (1) A conference, seminar, institute, workshop, or online early care and education training using a presenter not holding a current Kentucky Early Care and Education Trainer's Credential shall apply to the cabinet for preapproval to offer training to meet requirements as specified in:

- (a) KRS 199.896(15) and (16), 199.8982(2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, and 2:250;
  - (b) The CDA; or
  - (c) A Level 1 through Level 5 Kentucky Early Care and Education Trainer's Credential.
- (2) Each training event using a presenter not holding a current Kentucky Early Care and Education Trainer's Credential shall apply thirty (30) days prior to the date of the training event. The cabinet shall make a determination within ten (10) working days of receipt of a complete application.
- (3) An individual applying for preapproval of a conference, seminar, institute, workshop, or online training shall submit a completed:
- (a) DCC-201, Application for Registration of Conference, Seminar, Institute, or Workshop; or
  - (b) DCC-201a, Application for Registration of Online Training.
- (4)(a) A presenter not holding a Kentucky Early Care and Education Trainer's Credential shall be identified.
- (b) A resume or vita for the presenter shall be attached to the application described in subsection (3)(a) of this section.
- (5) Approval for each presenter not holding a Kentucky Early Care and Education Trainer's Credential shall apply only to the training event approved by the cabinet.
- (6) An individual not holding a Kentucky Early Care and Education Trainer's Credential may apply for a maximum of five (5) cabinet-approved training events per calendar year.
- (7) Approval for each online training shall expire two (2) years from date of approval.
- (8) A sponsor of an in-state approved conference, seminar, institute, workshop, or online early care and education training shall comply with Section 17 of this administrative regulation.
- (9) If preapproval is denied, the decision may be reviewed, upon request, by the Commissioner of the Department for Community Based Services or designee, in accordance with Sections 14(3)(a) through (c) of this administrative regulation.
- (10) If a sponsor of an in-state approved conference, seminar, institute, workshop, or online early care and education training fails to comply with Section 17 of this administrative regulation, the cabinet shall deny preapproval of future training for two (2) years.

Section 17. Maintenance of Records for Approved Conferences, Seminars, Institutes, Work-

shops, and Online Early Care and Education Training. (1) A sponsor of an approved conference, seminar, institute, workshop, or online training shall:

(a) 1. Maintain records of each training provided and trainees to include:

- a. A copy of the DCC-201 or the DCC-201a; and
- b. The employer at the time of training for each trainee; and

2. Provide records on the training provided and trainees to the cabinet upon request; or

(b) Submit information from records required in paragraph (a) of this subsection into the cabinet-designated data system.

(2) Certificates issued for a conference, seminar, institute, workshop, or online early care and education training shall be in accordance with Section 12(2) of this administrative regulation.

(3) To the extent funds are available, the cabinet shall:

(a) Maintain a list of pre-approved conferences, seminars, institutes, workshops, and online trainings or other early care and education trainings from a nationally recognized organization; and

(b) Make the list available to the public.

Section 18. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "DCC-200, Kentucky Early Care and Education Trainer's Credential Application", edition 2012;

(b) "DCC-201, Application for Registration of Conference, Seminar, Institute, or Workshop", edition 2012; and

(c) "DCC-201a, Application for Registration of Online Training", edition 2012.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. (32 Ky.R. 1963; Am. 33 Ky.R. 158; 445; eff. 9-1-06; 38 Ky.R. 1506; 1758; eff. 5-4-2012.)